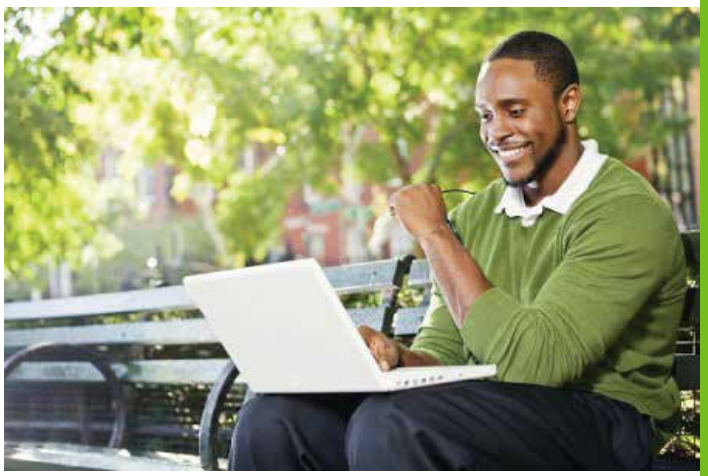
Human Resources
611 Walker 4th Floor
Houston, TX 77002

Open Enrollment is around the corner.

Are you ready?



DiscoverHealth

You'll use Choicelinx to enroll or make changes to your benefits. Available 24/7, Choicelinx makes electing and updating your benefits simple and personal. The online enrollment application is secure, so whether you are at home, at work, or using a public computer — such as at the library, your information will be protected.

During this open enrollment, use Choicelinx to make your benefits selections or update your coverage for:

- Medical plans
- Dental plans
- Vision plan
- Beneficiary designation for Basic and/or Voluntary Life Insurance
- Voluntary Life Insurance
- HealthCare Flexible Spending Account

After open enrollment, use Choicelinx to:

- Update your beneficiary
- Make changes to your benefits when you have a life event like getting married or divorced, gaining new family members due to birth, adoption or legal guardianship, losing or gaining access to other coverage through your spouse and more.
- To access Choicelinx, follow the "**enroll now**" link from *houstontx.gov/oe* or visit *www.yourbenefitschoices.com/coh*.

This year's enrollment is active. **You will need to re-enroll in your medical plan to keep the one you want.** If you are currently enrolled in a city medical plan and you don't re-enroll in that plan, you will be defaulted into the Open Access Plan, which has the largest coverage area and the most doctors, but costs the most per month.

Here's what you can do this enrollment:

- Re-enroll or enroll in a medical plan
- Enroll or make changes to your dental plan
- Re-enroll in the Healthcare Flexible Spending Account
- Add or drop dependents
- Elect the tobacco-user contribution if a tobacco user is covered
- Drop the tobacco-user contribution if a tobacco user is no longer covered

Who is eligible?

- Full-time employees or part-time employees regularly scheduled to work at least 30 hours a week and are designated as PT/30 in SAP
- Retirees now covered by a Cigna medical plan
- Survivors of a deceased city employee or retiree, up to age limits and application of other plan rules
- Deferred-retired employee who will become eligible to receive a pension within five years after termination (with continuous payment of retiree contributions)
- Retirees who opted out of a city medical plan after January 1, 2010

Who are your eligible dependents?

- Legal spouse
- Natural or adopted children to age 26
- Children to age 26 over whom you have legal guardianship or legal foster care
- Grandchildren and stepchildren to age 26 if they qualify as your dependents for federal income-tax purposes and live with you. Step-grandchildren are not eligible.
- Disabled dependents over age 26 who are incapable of self-sustaining employment because of mental retardation or physical handicap. The dependent must be primarily dependent on you for more than 50 percent of financial support, disabled and covered before age 26, and approved for coverage after age 26.
- Dependents for whom a court order has been recede requiring the employee or retiree to provide health-care coverage, provided HR benefits receives the court order within 31 days after issuance. After a divorce, an ex-spouse is not eligible. A divorce decree may not be amended to require an employee or retiree to cover an ex-spouse under a city medical plan.

What do you need to enroll?

- Date of birth for all dependents
- Social security numbers for all dependents
- Birth certificate for dependent children
- Marriage certificate for legal spouse if you are adding for the first time
- To cover grandchildren, you will need the birth certificate of your child as well as the birth certificate of your grandchild that lists the biological parents

Registration and Declaration of an Informal Marriage Certificate (for common law marriage). Stay tuned for more information. We are working on putting together a benefits package that includes enhancements like an additional IPA in the Limited Plan Network and exciting new benefits.